Operating Instructions

Panasonic

Electronic Typewriter

Model No. **KX-R520**

Before operating this unit, please read these instructions completely.

Thank you for your purchase of the Panasonic Electronic Typewriter KX-R520.

WARNING: TO PREVENT FIRE OR SHOCK HAZARD, DO NOT EXPOSE THIS PRODUCT TO RAIN OR ANY TYPE OF MOISTURE.

CAUTION: WHEN YOU OPERATE THIS EQUIPMENT, THE SOCKET-OUTLET SHALL BE INSTALLED NEAR THE EQUIPMENT AND SHALL BE EASILY ACCESSIBLE.

The serial number of the unit may be found on the label at the right side of the unit when the Paper Support and the Front Plate are opened. For your convenience, note this number below, and retain this book along with your proof of purchase, to serve as a permanent record of your purchase or for future reference.

MODEL NO. KX-R520 _____

SERIAL NO. _____

NAME OF DEALER _____

DATE OF PURCHASE _____

Accessories (included)

Make sure that the following parts have been included with the unit.

- Ribbon Cassette (installed on the carriage) 1
- Correction Tape (installed on the carriage) 1
- Daisywheel (installed on the carriage) 1
- Operating Instruction Manual 1
- Hard Cover 1
- Quick Reference Card 1

Any details given in these Operating Instructions are subject to change without notice.

CONTENTS

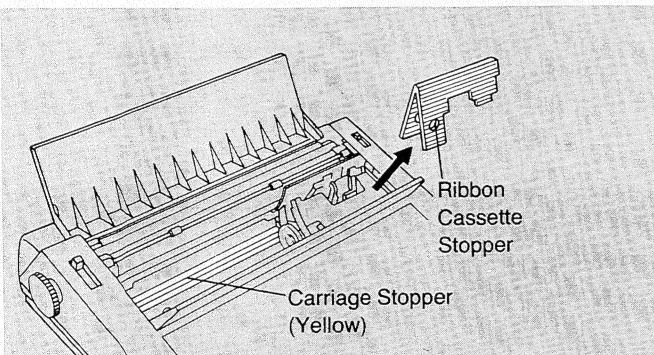## Precautions

(Be sure to read this section before operating this unit.)

To use the unit, first remove the Hard Cover as shown in the figure.
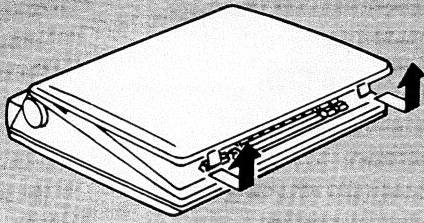
- After confirming that the **POWER** switch is turned OFF, open the Paper Support and the Front Plate, remove the Ribbon Cassette Stopper installed on the Ribbon Cassette and the Carriage Stopper installed on the carriage shaft. Be sure to keep these stoppers so the unit can be transported safely, if the need arises.

NOTE: Be careful not to damage the flat cable located at the left side of the carriage while removing the Carriage Stopper and the Ribbon Cassette Stopper.

Ribbon Cassette Stopper

Carriage Stopper (Yellow)

- When you transport or ship the typewriter, be sure to position the carriage at the far right of the unit, and insert the Carriage Stopper and the Ribbon Cassette Stopper.
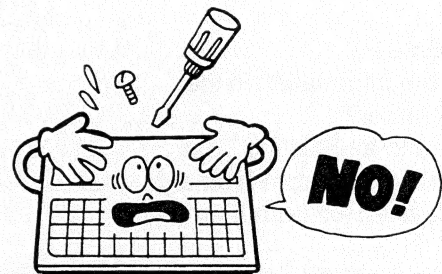
Cautions

- Do not place your typewriter where it is exposed to direct sunlight, heat or intense vibration.
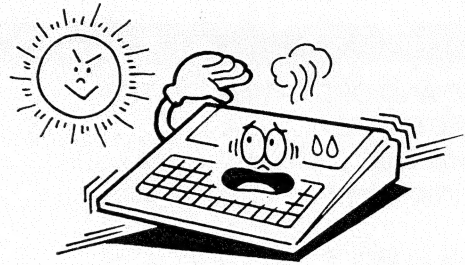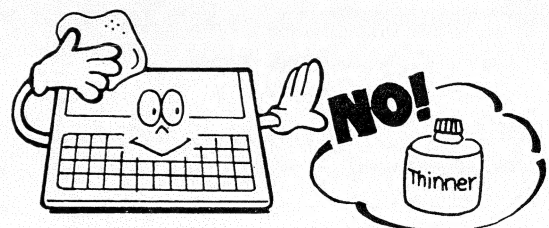
- Do not allow any foreign material to enter the interior of the typewriter or get between the keys. Be especially careful of metal objects.
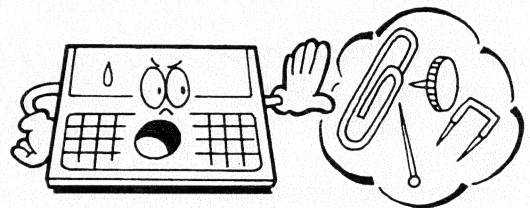
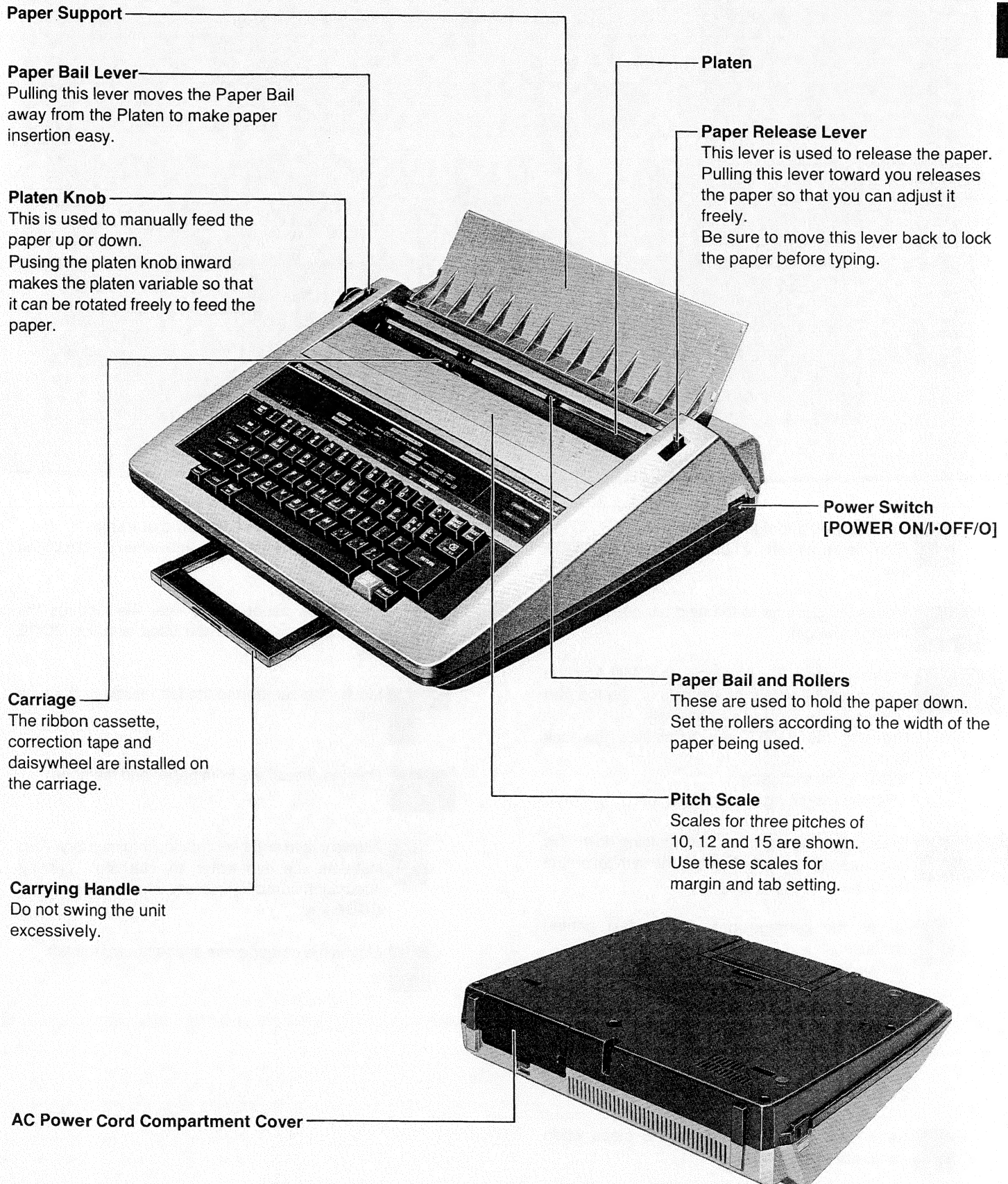- To prevent electric shock, do not remove screws. No user serviceable parts inside.

- Use only soft, dry cloth to clean your typewriter. Water or thinners may damage the covers, cases or electronic circuitry.

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1-1 NAMES AND OPERATION OF THE KX-R520 PARTS

A Main Parts

Paper Support

Paper Bail Lever
Pulling this lever moves the Paper Bail away from the Platen to make paper insertion easy.

Platen Knob
This is used to manually feed the paper up or down.
Pusing the platen knob inward makes the platen variable so that it can be rotated freely to feed the paper.

Platen

Paper Release Lever
This lever is used to release the paper. Pulling this lever toward you releases the paper so that you can adjust it freely.
Be sure to move this lever back to lock the paper before typing.

**Power Switch
[POWER ON/I·OFF/O]**

Carriage
The ribbon cassette, correction tape and daisywheel are installed on the carriage.

Paper Bail and Rollers
These are used to hold the paper down. Set the rollers according to the width of the paper being used.

Pitch Scale
Scales for three pitches of 10, 12 and 15 are shown. Use these scales for margin and tab setting.

Carrying Handle
Do not swing the unit excessively.

AC Power Cord Compartment Cover

Panasonic Electronic Typewriter R520

SPELL VERIFICATION SYSTEM Accu-Spell

MAR REL
Releases left and right margins.
Also clears all tabs when used with the **CODE** key.

TAB D TAB
Moves the carriage to the next tab position or to the right margin.

LOCK CAPS
Pressing down this key locks the Shift function so that capital letters or symbols on the top part of keys can be printed successively.
Pressing the **SHIFT** key terminates the lock function.
● **Shift Lock Indicator**
Illuminates during the lock function.

SHIFT
Pressing a character key while holding down this key causes the capital letter or the symbol on the top part of the key to be printed.

RELOC EXP
Moves the carriage next to the last printed character.
(When you press this key after correcting errors on any previous line, the carriage moves next to the last printed character on the end of the line so that you can continue typing with no delay.)
Also moves the carriage to the beginning of the line without line spacing when used with the **CODE** key. (Express Return)

TABSET TABCLR
Sets TAB stops. Also clears TAB stops when used with the **CODE** key.

CODE
Command key for automated functions used in conjunction with other keys.

QUICK ERASE LINE
Allows you to erase one word at a time.
Also deletes one line at a time when used with the **CODE** key.

INDEX REV INDEX
Moves the paper up ½ line. Also moves the paper down ½ line when used with the **CODE** key.

RETURN
Moves the carriage to the left margin of the next line.

TEXT CLR
Deletes characters from paper and memory.

TEXT PRINT
Allows you to enter information into memory. Also instructs the typewriter to start/stop printing document stored in memory when used with the **CODE** key.

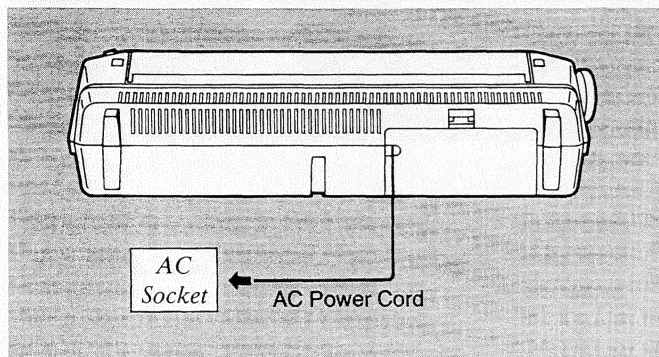**BACK SPACE**
Moves the carriage one space toward the left.

1-2 POWER SUPPLY

A Using Household AC Power

─Caution─
Power source voltage of this unit is listed on the nameplate. Do not fail to plug into the right voltage.

Connect the AC Power Cord to a household AC Socket.
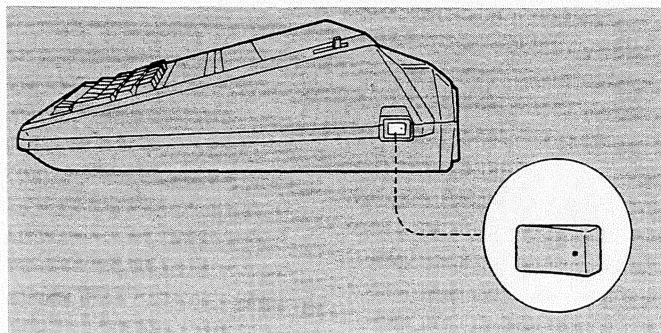

AC Socket ← AC Power Cord

* If you will not be using the unit for several days, unplug the Power Cord after turning off the **POWER** switch. About 3 watts are consumed even while the **POWER** switch is turned off.

B Power Switch

When the **POWER** switch is set to "ON", the carriage will move to the left margin which was previously set. The unit is now ready for typing.

C Memory Back-up Function

The following information will be stored even after the **POWER** switch is turned off:

- **Stored Text**
- **Margins**
- **Tabs**
- **Selector Mode**

The built-in lithium battery that is used to retain these functions can be used for about 5 years.

1-3 CHANGING THE RIBBON CASSETTE

1 After turning the **POWER** switch off, open the Paper Support and remove the Front Plate. You will see the carriage, ribbon cassette and daisywheel.

Daisywheel — Card Holder — Carriage — Ribbon Cassette
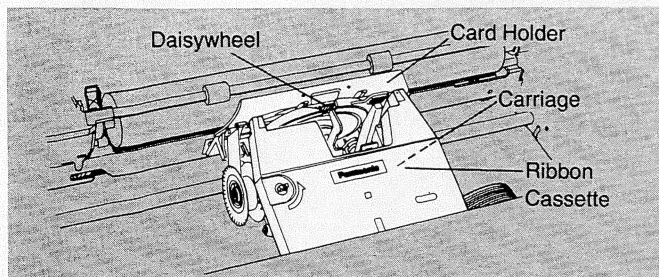
2 Hold the ribbon cassette on both sides and lift up the front portion (where the ribbon is exposed) to remove.
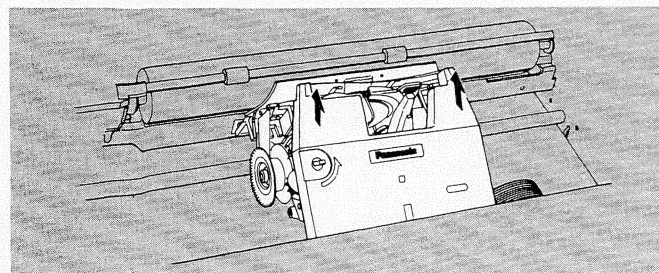
3 To insert a new cassette, place the back end of the cassette, on the cassette holder on the carriage and snap the front portion of the cassette onto the carriage.

Ribbon — Metal Guides — Card Holder — Tension Knob
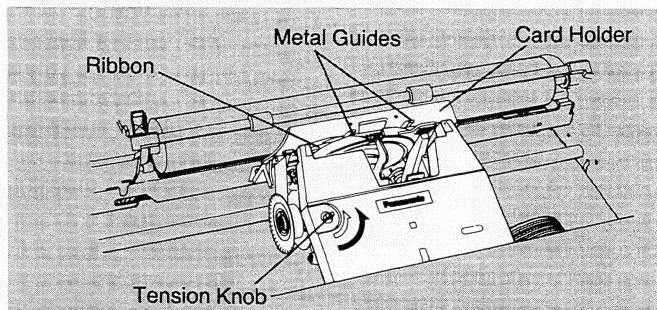
4 Advance the tension knob on the cassette counter-clockwise until the ribbon slack is removed.

Press the **CODE+K** keys to initialize the carriage if you change the Ribbon Cassette without turning off the **POWER** switch.

1-4 CHANGING THE CORRECTION TAPE

1 After turning the **POWER** switch off, to replace the correction tape, lift out the typing ribbon cassette (see "1-3 CHANGING THE RIBBON CASSETTE") and remove the two spools of the lift-off tape by pulling them outward.

Tape Spool

Tape Spool
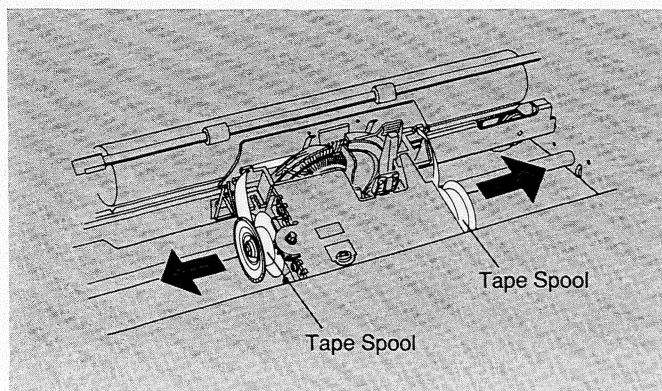
2 Place the empty spool of new tape on the left pin so that the tape winds counter-clockwise. Place the tape around the left guide and behind both metal guides. Pull the tape around the right guide and place the loaded spool on the right pin so that the tape unwinds counter-clockwise.

Metal Guides Card Holder
Left Guide Right Guide
Empty Tape Spool Full Tape Spool
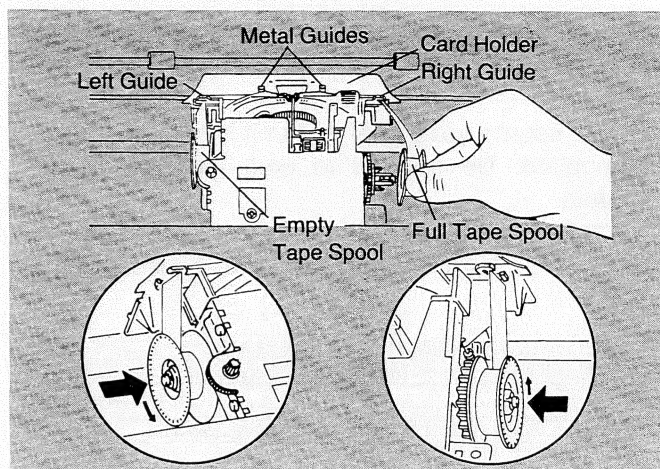
3 Manually turn the left-hand spool in the counter-clockwise direction, tightening the tape until resistance is felt.

4 Replace the typing ribbon cassette.

Press the **CODE+K** keys to initialize the carriage, if you change the correction tape without turning off the **POWER** switch.

> * After changing the correction tape, confirm that the correctable (rough) side of the tape faces toward the platen.

1-5 CHANGING THE DAISYWHEEL

You can remove the daisywheel without removing the ribbon cassette.
You will see a green lever on the right side of the carriage. Pull this lever toward you and lift out the plastic cartridge of the daisywheel.

After turning the **POWER** switch off, to insert the daisywheel, place the plastic cartridge in the carriage with the characters facing toward the platen. Push the green lever back into position.

Press the **CODE+K** keys to initialize the carriage, if you change the daisywheel without turning off the **POWER** switch.
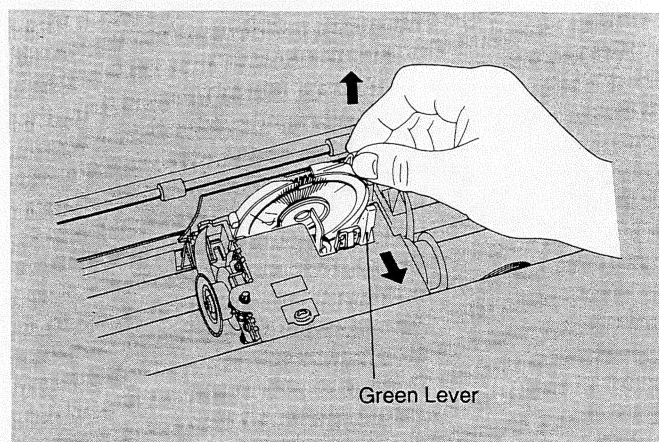
> If you experience trouble locking the Daisywheel into place, make sure it is pressed down as far as possible. Then, push the locking lever forward again.

Green Lever

1-6 INSERTING THE PAPER

1 Open the Paper Support.
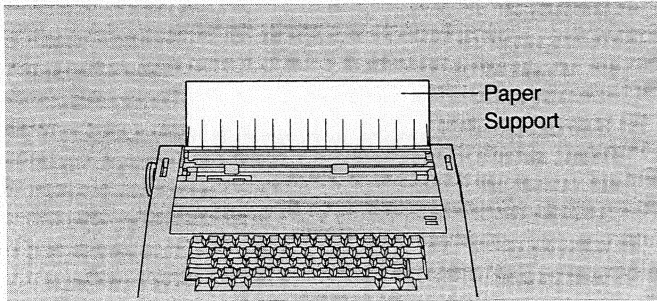
Paper Support

2 Insert the paper straight behind the Platen.
Use the markings on the Paper Suport as a guide.

3 Pull the Paper Bail Lever towards you. While keeping the left edge of the paper in line with the scale, press the **CODE+RETURN** keys. Your paper is automatically positioned at line 7.
Should you wish to change the point of insertion.
Using the **RETURN**, **INDEX**, **CODE+INDEX** keys or turn the Platen Knob move the carriage to the desired position.
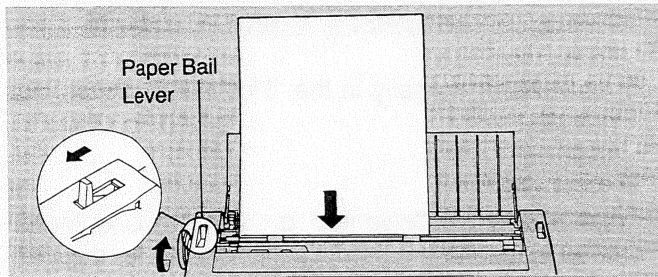
Paper Bail Lever

4 The Paper Bail Levers to their original positions and then position the Paper Bail Rollers to hold down the paper.

Paper Bail Rollers
Paper Bail
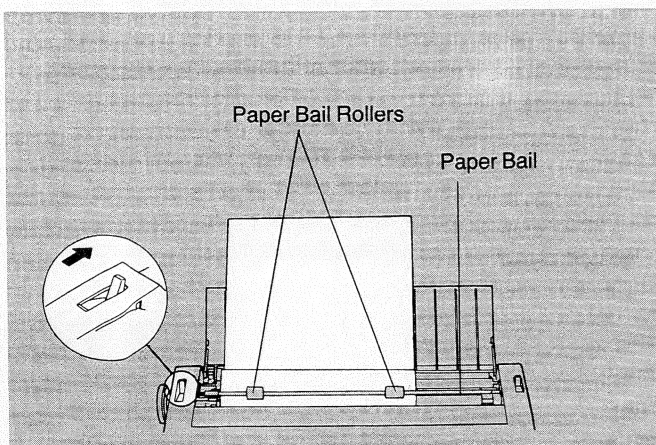
NOTE: If there are any slack in the paper, proper printing and correction will not be possible. Hold the paper by the top edges and pull up to remove any slack.
Please do the following.

Pull the Paper Bail and Paper Release Lever toward you and adjust the paper.

Paper Bail Lever
Paper Release Lever
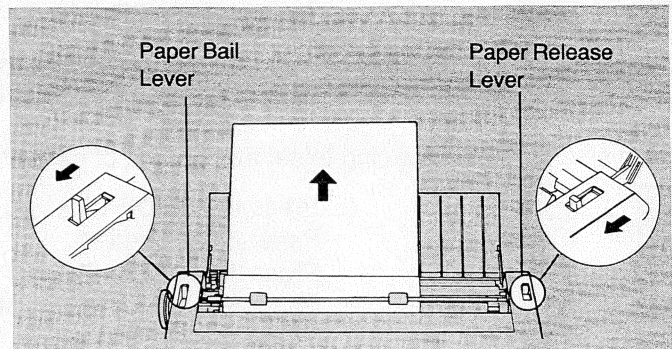
Return the Paper Release and Paper Bail Levers to their original position.

Paper Bail
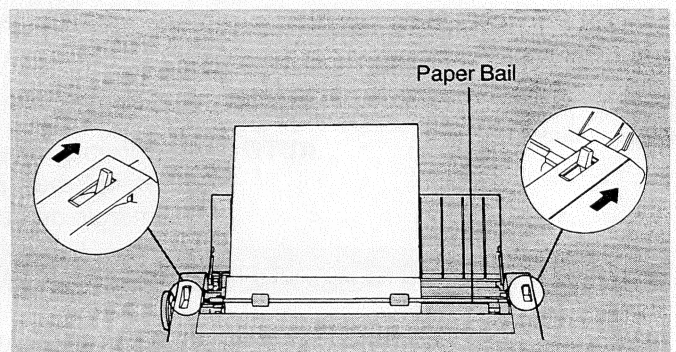
*Your typewriter has a 12″ paper width capacity.
For your convenience several scales have been marked on the Paper Support. Align the left edge of the paper with the appropriate marking.

Letter size paper
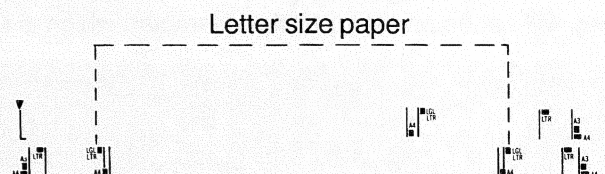
2-1 SETTINGS

Selecting Pitch (10·12·15)

You can select either 10, 12 or 15 pitch. The pitch you select should correspond with the pitch of daisywheel in the machine.

CODE + # 3 Press the **CODE+ 3** keys.
10 characters per inch (2.54 cm) or up to 100 characters per line can be printed.

CODE + $ 4 Press the **CODE+ 4** keys.
12 characters per inch (2.54 cm) or up to 120 characters per line can be printed.

CODE + % 5 Press the **CODE+ 5** keys.
15 characters per inch (2.54 cm) or up to 150 characters per line can be printed.

Selecting Line Spacing (1·1½·2)

You can select the line spacing to set the amount of paper that is fed each time the **RETURN** key is pressed.

CODE + ¢ 6 Press the **CODE+ 6** keys.
Paper is fed one line.

CODE + & 7 Press the **CODE+ 7** keys.
Paper is fed one and a half lines.

CODE + * 8 Press the **CODE+ 8** keys.
Paper is fed two lines.

• When the Platen Knob is rotated manually, one click moves the platen one half line.

Selecting Carriage Return (NORM·AUTO)

The **CODE+ 9** keys select whether a carriage return is made automatically or normally in the "Hot Zone". Press the **CODE+ 9** keys.

CODE + (9 **NORM** .... Printing stop at the right margin.

AUTO ..... When a character after entering a "Hyphen" or "Space" is entered within the "Hot Zone", the carriage automatically returns to the left margin or the paragraph indent position of the next line.

Selecting Keyboard (KBI·KBII)

You can select the keyboard mode which is used to differentiate between the characters and symbols contained in each key.

CODE + + ` = , **KBI** .... Press the **CODE+ equal sign** (=) keys.
The characters and symbols on the left side of the key can be typed.

CODE + BACK SPACE **KBII** ...... Press the **CODE+ BACKSPACE** keys.
The characters and symbols on the right side of the key can be typed.

Shift, KBI	¼ Ç	Shift, KBII
No shift, KBI	½ ß	No shift, KBII
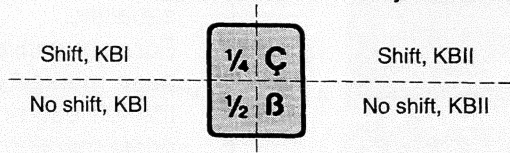
• "Dead" keys
These five accent symbols (¨ ´ ` ^ ~) can only be used with the characters shown.
They will not be printed until the character, which is to fall below, is pressed.

äëïöü	ÄËÏÖÜ
áéíóú	ÁÉÍÓÚ
àèìòù	ÀÈÌÒÙ
âêîôû	ÂÊÎÔÛ
ãõñ	ÃÕÑ

The KX-R520 remembers the last Pitch, Line Spacing, Carriage Return and Keyboard settings.
The KX-R520 is set to 10 Pitch, single (1) Line Spacing, NORM Carriage Return and KBI mode when it is purchased.

2-2 USING THE TYPEWRITER

This section introduces you to the fundamental operations of the Panasonic KX-R520. Read through it and do the exercises to familiarize yourself with each operation.

A ▋ Procedure for Typing

1 Open the Paper Support and Front Plate and confirm that the ribbon cassette, correction tape and daisywheel are properly installed on the carriage.
Remove the Ribbon Cassette Stopper and Carriage Stopper if you have not already done so.

2 Connect the AC Power Cord to a Household AC Outlet.

3 Turn ON the **POWER** switch.

4 Insert the paper behind the platen and press the **CODE+RETURN** keys.

Now you can begin typing.

5 Type the following characters.

```
Typewriter
```

You will now learn how to use the typewriter to perform simple operations.
Read the following descriptions thoroughly in order to make the most use of the functions of the KX-R520.

B ▋ Margin Formats

Left Margin   Right Margin
Tab Tab Tab

Hot Zone (8 spaces)
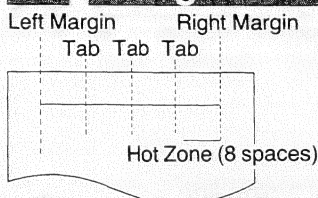
When you turn on the **POWER** switch, the margin formats (margins and tabs) which were previously stored will automatically be set.

If you want to change this margin format, simply do the following:

To Clear All Tabs

1 [CODE] + [MAR REL]

Press the **CODE+MAR REL** keys.
The unit allows you to clear all tabs at once.
The carriage moves to the far left and clears the entire Line Format (all tabs).

• Should you want to change a TAB stop, press the **TAB** key to move the carriage to the tab position to be cleared, and press the **CODE+TAB SET** keys. To set a TAB, press the **TAB SET** key when the carriage is at the desired position.

To Set Margins and Tabs

1 [CODE] + [MAR REL]

Press the **CODE+MAR REL** keys.
Clear the current tabs. Refer to "To Clear All Tabs".

2 [SPACE BAR] / [BACK SPACE]

Press the **SPACE BAR** or **BACKSPACE** key to move the carriage to the desired left margin position.
If necessary, press the **MAR REL** key to by-pass a previously set margin.

3 [CODE] + [1]

Press the **CODE+1** keys to set the left margin.

4 [SPACE BAR]

Press the **SPACE BAR** until you reach the first desired TAB stop.

5 [TABSET / TABCLR]   Press the **TABSET** key to set the first TAB stop.

6 Repeat steps 4 and 5.   Repeat steps 4 and 5 for each desired TAB stop. Remember that the maximum number of TAB stops is 13.

7 [SPACE BAR] / [BACK SPACE]   Press the **SPACE BAR** or **BACKSPACE** key to move the carriage to the desired right margin position.
If necessary, press the **MAR REL** key to by-pass a previously set margin.

8 [CODE] + [@ 2]   Press the **CODE+2** keys to set the right margin.

9 [RETURN]   Press the **RETURN** key to move the carriage to the left margin on the next line.

C Hot Zone

"Hot Zone" is preprogrammed in the machine at 8 spaces from the right margin. When the carriage enters the "Hot Zone", you will hear the buzzer which indicates that the right margin is approaching.

D Index and Reverse Index

The **INDEX** key allows you to move the paper $1/2$ line toward the bottom of the page. The **CODE+INDEX** keys allow you to move the paper $1/2$ line toward the top of the page.

These keys are used for the typing of superscripts (e.g. 10^3) and subscripts (e.g. $\log_{10} 1000$). You will also use them during correction.

The 4th of July is Independence Day.

1 Type "The 4".   To type this sentence, you would first enter "The 4" and then:

2 [CODE] + [INDEX REV INDEX]   Press the **CODE+INDEX** keys and type "th".

3 [INDEX REV INDEX]   Press the **INDEX** key to reposition the carriage on the actual typing line.

Continue typing. To type a subscript, reverse the keystroke order.

E Correction

To Correct Errors on the Current Line

The unit has a one line correction memory so that you can delete characters on the current line automatically with one simple operation.

1 [⊠ TEXT CLR]   To erase the last printed character on the current line;
Press the **CANCEL** (⊠) key to "lift" the incorrect character off the paper. If you press the **CANCEL** (⊠) key again the next character will be erased.

●To erase characters towards the beginning of the line, press the **CODE+RELOC** keys, the **SPACE BAR** or the **BACKSPACE** key and position the carriage so that the character to be erased is aligned between the two vertical lines on the top of the Card (Plastic) Scale.
Press the **CANCEL** (⊠) key.

2 Type the correct character(s).

3 [RELOC EXP]   Press the **RELOC** key after making the correction to move the carriage back to the end of the line.

To Make Manual Corrections on a Previous Line

To erase characters on previous lines.

1 [CODE] + [TEXT CLR ⊠]   Press the **CODE+CANCEL** (⊠) keys to enter the Manual Correction Mode. The carriage will automatically move to the left margin to allow you to begin making corrections.

2 [CODE] + [INDEX REV INDEX]   Press the **CODE+INDEX** keys to position the carriage on the line with the error.

3 Position the carriage over the error.

4 [CODE] + [TEXT CLR ⊠]   Press the **CODE+CANCEL** (⊠) keys.

5 Retype the incorrect character.   This will lift the character off the paper.

6 Type the correct character.   ●Repeat steps 2~6 to correct errors on another line.
●Repeat steps 3~6 to correct another character on the same line.

7 [RELOC EXP]   Press the **RELOC** key.
This will position the carriage to the end of the last line.

Disabling Print When Making Manual Corrections

The **CODE+TEXT** key may be used to make manual corrections.
This feature is especially helpful when making many corrections successively.

1 [CODE] + [TEXT CLR ⊠]   Press the **CODE+CANCEL** (⊠) keys.
The carriage will automatically return to the left margin.

2 [CODE] + [INDEX REV INDEX]   Press the **CODE+INDEX** keys to position the carriage at the beginning of the line on which the correction is to be made.

3 [CODE] + [TEXT PRINT]   Press the **CODE+TEXT** keys.

4 Position the carriage over the error.

5 Retype the error.   This information has now been entered back into memory but has not reprinted on the paper.

6 [CODE] + [TEXT PRINT]   Press the **CODE+TEXT** keys.

7 [TEXT CLR ⊠]   Press the **CANCEL** (⊠) key to delete the entered characters.

8 Type the correct character.   ●Repeat steps 2~8 for each error to be corrected.

9 [RELOC EXP]   Press the **RELOC** key.
This will position the carriage to the right of the character printed last before correction.

To Erase One Word at a Time

The **QUICK ERASE** key may be used to speed up correction by deleting one word on the paper at a time.

1 [BACK SPACE]   Press the **BACKSPACE** key to position the carriage one character to the right of the incorrect word.
- If you have pressed the **SPACE BAR** after typing an incorrect word, make sure to press the **BACKSPACE** key before pressing the **QUICK ERASE** key.

2 [QUICK ERASE LINE]   Press the **QUICK ERASE** key.

3 Retype the correct word.

To Erase One Line at a Time

This function may be used to speed up correction by deleting one entire line on the page at once.

1 [BACK SPACE]   Press the **BACKSPACE** key to locate the last character of the line to be deleted.

2 [CODE] + [QUICK ERASE LINE]   Press the **CODE+QUICK ERASE** keys.
The unit will delete an entire line at a time.
- If you want to stop deleting information in the middle of the line, press the **CODE+TEXT** keys.

3 Retype new information.

F   Bold Print

1 [CODE] + [B BOLD]   Press the **CODE+B** keys.
The buzzer will sound once.

2 Type your information.   As you type the characters, they will be printed in bold face.   **Panasonic**

3 [CODE] + [B BOLD]   Press the **CODE+B** keys to cancel the command.

G   Underlining

Continuous Underlining

1 [CODE] + [U xx xx]   Press the **CODE+U** keys.
The buzzer will sound once.

2 Type your information.   All characters and spaces will be underlined.   Electronic Typewriter

3 [CODE] + [U xx xx]   Press the **CODE+U** keys to cancel the command.

Word by Word Underlining

1 [CODE] + [W xx xx]   Press the **CODE+W** keys.
The buzzer will sound once.

2 Type your information.   Only character(s) will be underlined.   Electronic Typewriter
- Spaces will not be underlined.

3 [CODE] + [W xx xx]   Press the **CODE+W** keys to cancel the command.

H   Decimal Tabulation

The unit will automatically align decimal points at the preset tab stops and eliminates the need to space to the correct starting position in a column.
This function also can be used when typing formats which include characters.

1 **CODE** + **TAB** D TAB   Press the **CODE+ TAB** keys.
The carriage will move to the first tab position.

2 Enter the numbers and decimal point.   The first column will be printed so that the decimal point is positioned on the first tab stop and the carriage will move to the next tab position.

3 **CODE** + **TAB** D TAB   Press the **CODE+TAB** keys.

Repeat the above two steps until you have completed all of your column entries.
• To cancel the Decimal Tabulation command, press the **CANCEL** (⊠) key.

I   Centering

2

Between Margins

1 RETURN   Press the **RETURN** key to position the carriage at the left margin.

2 **CODE** + **C** CENTER   Press the **CODE+ C** keys to move the carriage to the center of the margins.

3 Enter the information to be centered.

4 RETURN / **TAB** D TAB /   Press the **RETURN** key, the **TAB** key or the **CODE+TEXT** keys.
The information entered will be printed between the margins* and the Centering command will be canceled.

CODE + **TEXT** PRINT

> * When the indent function is in operation, centering is performed between the indented position and the right margin.

Between Tab Stops

1 **TAB** D TAB   Press the **TAB** key to position the carriage at the left side tab position of the column you want to center in.

2 **CODE** + **C** CENTER   Press the **CODE+ C** keys to move the carriage to the center of the tab stops.

3 Enter the information to be centered.

4 RETURN / **TAB** D TAB /   Press the **RETURN** key, the **TAB** key or the **CODE+ TEXT** keys.
The information entered will be printed between the tab stops and the Centering command will be canceled.

CODE + **TEXT** PRINT

Over a Specified Point

1 SPACE BAR   Press the **SPACE BAR** to move the carriage to the desired position.

2 **CODE** + **C** CENTER   Press the **CODE+C** keys.
Enter the information to be centered.

3 RETURN / **TAB** D TAB /   Press the **RETURN** key, the **TAB** key or the **CODE+TEXT** keys.
The information entered will be printed and the Centering command will be canceled.

CODE + **TEXT** PRINT
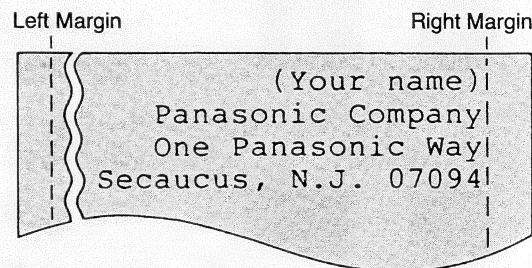
J | Right Margin Flush

This command instructs the unit to print the information with the last character of each line aligned at the right margin.

1 `CODE` + `R` (RMF) — Press the **CODE+R** keys to move the carriage to the right margin.

2 Enter the information.

3 `CODE` + `TEXT` (PRINT) / `RETURN` — Press the **CODE+TEXT** keys or **RETURN** key.
The characters will be printed with the last character Right Margin Flush. The command will then be canceled.

```
Left Margin                    Right Margin
              (Your name)
          Panasonic Company
          One Panasonic Way
      Secaucus, N.J. 07094
```

K | Paragraph Indent

This command provides you with the ability to set a temporary left margin and eliminates the need to position the carriage to an indented location on every line.

1 `TAB` (D TAB) / `SPACE BAR` — Press the **TAB** key or the **SPACE BAR** to move the carriage to the desired indented position.

2 `CODE` + `I` (P INDENT) — Press the **CODE+I** keys.
The buzzer will sound once.
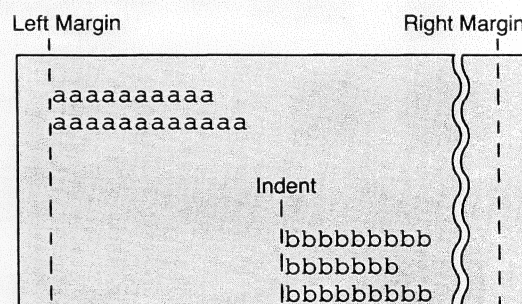This sets the indented (temporary left margin) position.

3 Type the characters.

`RETURN` — Press the **RETURN** key.
The carriage moves to the indented position on the next line.
Continue typing.

4 `CODE` + `I` (P INDENT) `RETURN` — Press the **CODE+I** keys again to cancel the command.
The carriage will move to the original left margin when the **RETURN** key is pressed.

```
Left Margin                    Right Margin
  aaaaaaaaaa
  aaaaaaaaaaaa
              Indent
          bbbbbbbbb
          bbbbbbb
          bbbbbbbbb
```

L | Permanent Hyphen

`CODE` + `—` — If you press the **CODE+HYPHEN** (-) keys within the "Hot Zone", when the automatic carriage return is activated, the unit will continue printing without generating an automatic return. This coded hyphen is called a "Permanent Hyphen" and will be printed at the same point every time you print this text.

M | Permanent Space

Since your unit allows you to print with automatic returns or with a justified margin, there may be times you do not want to separate characters or words. The unit allows you to set a "Permanent Space" between characters and will not separate them when printing with variable line lengths.

1 Type the first word.
(For example, New)

2 `CODE` + `SPACE BAR` — Press the **CODE** key +**SPACE BAR**.

3 Type the second word.
(For example, York)
When the characters are printed, the unit will recognize the two words as one and will not separate them.

N ▌ Caps Lock

To set the unit for typing capital letters, lower case numbers, punctuation marks and symbols:
In this mode, the **SHIFT** key will call for opposite characters to be entered.

1 [CODE] + [LOCK CAPS]   Press the **CODE+LOCK** keys.
The Shift Indicator will come on and the Caps Lock mode is activated.

2 Type the text.

3 [CODE] + [LOCK CAPS]   Press the **CODE+LOCK** keys again to cancel the command.

O ▌ Micro-Pitch Spacing

[CODE] + [J MICRO SP]   Press the **CODE+J** keys.
The carriage moves $1/60$ inch.
You may use this function to "squeeze" characters together.

P ▌ Half Space

[CODE] + [H HALF SP]   Press the **CODE+H** keys reduces the normal carriage spacing by one half.

3-1 MEMORY

Your unit has an internal memory of 2,500 characters which you can use to store text.
When the amount of remaining memory is less than about 200 characters, the **Text Indicator** will flash.
When your unit has reached the maximum storage capacity of 2,500 characters, the buzzer will sound twice every time a key is pressed.

3-2 TEXT MEMORY

The Text Memory allows you to enter a text which may require repetitive print-out or insertion of variable information.
In the text input mode, you can enter special functions such as; Bold Print, Continuous Underline, Word by Word Underline, Centering, Tabs, Decimal Tabs, Right Margin Flush, Indent and Stop Codes.

A ▌ To Store Information in the Text Memory

1 [TEXT PRINT]   Press the **TEXT** key.
The buzzer will sound once, the carriage will move to the left margin and **TEXT** Indicator will light indicating the unit is in the text mode.

2 Enter the text.
- Type the text to be stored as you would type it on a regular typewriter.
- Continue typing even at the end of the line without pressing the **RETURN** key.
- When a character after entering the **SPACE BAR** is pressed in the Hot Zone during text entry, an automatic return will be executed independent of the position of the Carriage Return Selector. At this time, a space will be stored.
- Press the **RETURN** key only when you wish to store a permanent carriage return such as at the end of a paragraph of after a salutation in a letter.

3 [TEXT PRINT]   When finished, press the **TEXT** key to store your text. The buzzer will sound once, the carriage will move to the left margin and the **Text Indicator** will go off.
- The line spacing setting is not memorized.
- The typing pitch is not memorized however the text can be printed in either 10, 12 or 15 pitch.
- Never set the left and right margins or tabs while storing text.
Margins and Tabs should be set BEFORE entering Text Memory Mode.

B ▌ To Add to an Existing Text

If you wish add more information to your text, simply end the text and continue it later.

1 [TEXT/PRINT]   Press the **TEXT** key to continue.
                The buzzer will sound once. The **Text Indicator** will light.

2 Continue typing.

3 [TEXT/PRINT]   Press the **TEXT** key when completed.
                The buzzer will sound once. The **Text Indicator** will go off.

C ▌ To Print a Text from Memory

You have entered your text into memory and now want to print it.
Before printing the text, set the following items: left and right margins, tab settings and printing pitch.

1 [TEXT/PRINT]   Press the **TEXT** key.
                The buzzer will sound once. The **Text Indicator** will light.

2 [CODE] + [TEXT/PRINT]   Press the **CODE+TEXT** keys.
                Your unit will start printing the text.

                If you want to exit the printing mode, press the **CODE+TEXT** keys again during printing.

D ▌ To Clear a Text from Memory

When you no longer need a text, you can delete from memory as follows:

1 [TEXT/PRINT]   Press the **TEXT** key.
                The buzzer will sound once.

2 [CODE] + [TEXT CLR ⊠]   Press the **CODE+CANCEL** (⊠) keys.
                The **TEXT** Indicator will flash.

3 [TEXT CLR ⊠]   Press the **CANCEL** (⊠) key while the **Text Indicator** is flashing.
                The buzzer will sound once to confirm that the text has been cleared.
                * If you want to exit this mode without clearing the text, press any keys except for the **CANCEL** (⊠) key.

EXAMPLE (How to use the Text Memory, Storing, Adding, Printing)

1 Set the left and right margins for a width of 60 characters.
(Refer to "To Set Margins and Tabs on page 11".)

2 [TEXT/PRINT]   Press the **TEXT** key.
                The buzzer will sound once.

3 Type the following text.
"Panasonic Company is pleased to extend our invitation for a private showing of our Antique Typewriter Collection."

4 [RETURN]   Press the **RETURN** key.

5 [TEXT/PRINT]   Press the **TEXT** key to store the text.
                The buzzer will sound once.

6 [TEXT/PRINT]   Press the **TEXT** key.
                The buzzer will sound once.

7 Continue typing.
"and our presentation of the History of Typewriters."

8 [TEXT/PRINT]   Press the **TEXT** key.
                The buzzer will sound once.

9 Set the left and right margins for a width of 60 characters, line spacing should be set at 1 and printing pitch should be set at 10.

10 [TEXT PRINT] Press the **TEXT** key.
The buzzer will sound once.

11 [CODE] + [TEXT PRINT] Press the **CODE+TEXT** keys.
The unit will start printing the text.

3-3 APPLICATION

A   Stop Code

You may want to type a letter and send it to several different people. Each letter can be personalized and have specific but different information inserted into the body of the text.
These different bits of information are referred to as "variables".
This feature will allow you to enter a text and instruct it to stop printing at a particular point so that you may insert the variables within the body of the letter.
This code "to stop printing and insert variables" is called a Stop Code.

To Store a Text with Stop Codes

To activate the insert command you must be entering a text in memory.

1 [TEXT PRINT] Press the **TEXT** key.
The buzzer will sound once.

2 Begin typing the Text.

3 [CODE] + [P STOP] When you are at the position within the text where you want to insert variable information, press the **CODE+P** keys.

4 Continue typing. •Press the **CODE+P** keys for every location within the text that requires a Stop Code.

5 [TEXT PRINT] When you have completed entering the text, press the **TEXT** key again. The buzzer will sound once and store the stop codes and close your text.

To Print a Text with Stop Codes

1 [TEXT PRINT] Press the **TEXT** key.
The buzzer will sound once.

2 [CODE] + [TEXT PRINT] Press the **CODE+TEXT** keys.
The text will begin printing up to the point where the first stop code was set.

3 Type. Enter your variable which will be inserted in the first position by typing.

4 [CODE] + [TEXT PRINT] Press the **CODE+TEXT** keys to resume printing.
Continue inserting your variables until you have completed the text.

3

4-1 ACCU-SPELL™
(Spell Verifying Feature)

When you misspell a word, Accu-Spell informs you by means of a buzzer. The typed words are checked by the dictionary, which contains about 86,000 words. Accu-Spell is a trademark of the Spell Verify Function in the U.S.A.

A Turning Accu-Spell ON/OFF

CODE + **) 0**

Whe you press the **CODE+0** keys the buzzer will sound once and Accu-Spell will be activated.
Press the **CODE+0** keys again to deactivate Accu-Spell.

B Accu-Spell Operation

1 **CODE** + **) 0**

Press the **CODE+0** keys.
The buzzer will sound once.

2 While Accu-Spell is activated, enter the words as usual.

3 **SPACE BAR** / **RETURN**

When you end a word (by pressing the **SPACE BAR** or **RETURN** key, etc.), it will be checked.
●If the word is not contained in the dictionary the unit will judge it to be a misspelled word, the buzzer will sound three times.

4 Correct the misspelled word. The correct word will be checked again.

Word Endings

Accu-Spell checks a word only when it has been completed.
The unit judges that a word has been completed when you perform one of the following operations:
●when you press the **SPACE BAR** after a word
●when you press the **RETURN** key
●when you press a function key to move the carriage (**TAB**, **SPACE BAR**, etc.)
●when you perform Right Margin Flush or Centering
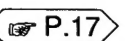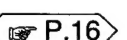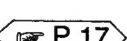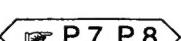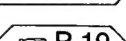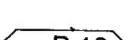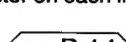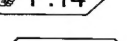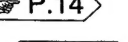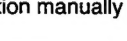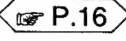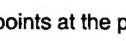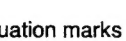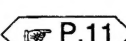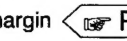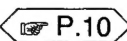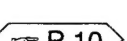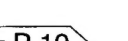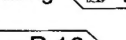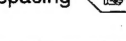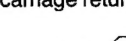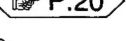
When you enter a character after entering a hyphen at the end of a line, the automatic return is performed and the word will be connected to the beginning of the next line, and will be spell verified as a single word.

Accu-Spell checks spelling according to the following rules.

●Numbers and symbols are also treated as part of a word. For example, "etc" is treated as a mistake while "etc." is judged correct.
●Symbols before and after a word such as "   " (quotation mark) and ? (question mark) are first removed from the word before it is spell verified. For example, "Great!!" is judged correct, but "Gleat!!" is judged incorrect.
●Some punctuation errors are detected. For example, "word:)" is judged as an error and the buzzer will sound three times.
●Some errors of apostrophe are detected. For example, "now's" and "at's" will be judged incorrect.
●A word consisting of several words joined by hyphen, such as "mother-in-law", is spell verified as a single compound word.
●Accu-Spell takes into account the difference between capital letters and small letters.
 If you type "check, Check, CHECK", all of these words will be judged correct. This is because when a word is at the beginning of a sentence, it starts with a capital letter, while if it is part of a title it consists entirely of capital letters. If, however, you type "CHeck", it will be judged incorrect.
●In the case of words which always begin with a capital letter, such as America, both "America" and "AMERICA" will be judged correct, however "america" will be judged incorrect.
 Sometimes the buzzer will sound even if you type a correct word, because the word is not in the dictionary.

5-1 LIST OF CODE KEY FUNCTIONS

CODE + **B** . . . . sets/releases BOLD print ⟨☞ P.14⟩

CODE + **C** . . . . centers information ⟨☞ P.15⟩

CODE + **H** . . . . Half spacing ⟨☞ P.17⟩

CODE + **I** . . . . sets/releases Paragraph Indent ⟨☞ P.16⟩

CODE + **J** . . . . moves the carriage $1/60$ inch (Micro-Pitch Spacing) ⟨☞ P.17⟩

CODE + **K** . . . . initialize the Carriage ⟨☞ P.7, P.8⟩

CODE + **P** . . . . sets a Stop Code in a text ⟨☞ P.19⟩

CODE + **R** . . . . prints information with the last character on each line aligned at the right margin ⟨☞ P.16⟩

CODE + **U** . . . . sets/release Continuous Underlining ⟨☞ P.14⟩

CODE + **W** . . . . sets/release Word by Word Underlining ⟨☞ P.14⟩

CODE + **⊠** . . . . makes correction manually in normal mode ⟨☞ P.13⟩

CODE + **⊠** and **⊠** . . . . clears a text ⟨☞ P.18⟩

CODE + **−** . . . . Permanent Hyphen ⟨☞ P.16⟩

CODE + **SPACE BAR** . . . . Permanent Space ⟨☞ P.16⟩

CODE + **TAB** . . . . aligns decimal points at the preset tab stops ⟨☞ P.15⟩

CODE + **MAR REL** . . . . clears all tabs ⟨☞ P.11⟩

CODE + **LOCK** . . . . presets the unit for typing capital letters, lower case numbers, punctuation marks and symbols ⟨☞ P.17⟩

CODE + **RELOC** . . . . moves the carriage to the beginning of the line without line spacing ⟨☞ P.12⟩

CODE + **TAB SET** . . . . clears tab stops ⟨☞ P.11⟩

CODE + **TEXT** . . . . instructs the typewriter to start printing document in memory/stops deleting information in the middle of correcting ⟨☞ P.18⟩

CODE + **! 1** . . . . sets the left margin ⟨☞ P.11⟩

CODE + **@ 2** . . . . sets the right margin ⟨☞ P.12⟩

CODE + **# 3** . . . . sets 10 pitch ⟨☞ P.10⟩

CODE + **$ 4** . . . . sets 12 pitch ⟨☞ P.10⟩

CODE + **% 5** . . . . sets 15 pitch ⟨☞ P.10⟩

CODE + **¢ 6** . . . . sets single (1) line spacing ⟨☞ P.10⟩

CODE + **& 7** . . . . sets one and a half (1$1/2$) line spacing ⟨☞ P.10⟩

CODE + *** 8** . . . . sets double (2) line spacing ⟨☞ P.10⟩

CODE + **(9** . . . . sets manual/AUTO carriage return mode ⟨☞ P.10⟩

CODE + **) 0** . . . . turns ON/OFF the Accu-Spell ⟨☞ P.20⟩

CODE + **+ =** . . . . sets keyboard KBI ⟨☞ P.10⟩

CODE + **BACK SPACE** . . . . sets keyboard KBII ⟨☞ P.10⟩

CODE + **INDEX** . . . . moves the paper down $1/2$ line ⟨☞ P.12⟩

CODE + **RETURN** . . . . insert the paper automatically ⟨☞ P.9⟩

5

5-2 OTHERS

A Troubleshooting

●Check the points below before returning your typewriter for service.

Symptom	Cause	Remedy/check
No operation.	The **POWER** switch is turned "OFF" or Power Cord is unplugged.	Turn the **POWER** switch "ON". Plug in the Power Cord.
Unit does not print correctly, or printing is blurred.	Paper Release Lever is in Release position.	Push lever to Lock position.
	End of Ribbon Cassette or Correction Tape.	Replace with new Ribbon Cassette or Correction Tape.
No deletion even with the **CANCEL** (⊗) key; blurred characters.	Correction Tape is not installed, or installed incorrectly.	Install Correction Tape.
Buzzer sounds two times during typing and typing is disabled (keys do not function).	Carriage at right margin.	Press the **RETURN** key and move carriage to next line.
		Press the **MAR REL** key and continue printing on same line.
	Text Memory is full.	Cancel the Text Memory Mode.
	End of Ribbon Cassette or Correction Tape.	Replace with new Ribbon Cassette or Correction Tape.
The unit does not operate properly. The error buzzer sounds when typing and/or keys do not function. Text Memory may contain garbled characters.	Noise on the AC line or static electricity may prevent the unit from operating properly.	Turn the **POWER** "OFF" for a few seconds then "ON" again. If the unit still does not function properly turn the **POWER** "OFF", press and hold the **CODE+SHIFT** keys and turn the **POWER** "ON". This performs a Total Reset which clears all memory and margin formats.

B Product Service

Should your Panasonic product ever require service, consult your authorized Panasonic dealer for detailed instructions.

5

5-3 OPTIONAL ACCESSORIES

• Replacement parts and accessories are available through your local authorized parts distributor.

Part No.	Description	Comment
KX-R10	Daisywheel Printing Element COURIER 10	1 unit
KX-R11	PRESTIGE PICA 10	1 unit
KX-R12	PRESTIGE ELITE 12	1 unit
KX-R13	SCRIPT 10/12	1 unit
KX-R14	GOTHIC 15	1 unit
KX-R20	Correctable Film-Ribbon Cassette	1 unit
KX-R21	Fabric Ribbon Cassette	1 unit
KX-R30	Lift-off Correction Tape	2 units
KX-R31	Cover-up Correction Tape	2 units

5-4 SPECIFICATIONS

Print Element:	Daisywheel; 96 characters
Print Speed:	15 cps
Print Pitch:	10, 12, 15
Line Spacing:	1, 1½, 2
Paper Width:	12"
Writing Line:	10"
Ribbon:	Correctable Film-Ribbon Cassette Fabric Ribbon (Optional)
Correction Tape:	Lift-off Tape Cover-up Tape (Optional)
Memory Life:	Min. 5 years
Correction Memory:	1 line
Text Memory:	2,500 characters
Dictionary	86,000 words
Power Requirements:	Refer to the nameplate on the bottom of the unit.
Power Consumption:	35 W (Approx. 3W: When the power switch is turned off)
Operating Temperature:	41°F (5°C) to 95°F (35°C)
Operating Humidity:	20 to 80% RH
Storage Temperature:	−4°F (−20°C) to 140°F (60°C)
Dimensions:	$16^{13}/_{16}$" (W) × $14^{3}/_{8}$" (D) × $4^{3}/_{8}$" (H) (427 × 365 × 112 mm)
Weight:	11 lbs. (5 kg)

5